



Please complete the following for any address or personnel change at your dealership. Please fax this completed form to the POWER Support Center at (979) 690-5815.

### Address Changes

Mark the address needing to be updated and then complete the appropriate fields below:

**Physical Address**                       **Letters Address**                       **Tape/Bulk Mail Address**

Dealership Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Main Dealership Phone \_\_\_\_\_

Main Dealership Fax \_\_\_\_\_

Special Note \_\_\_\_\_

\_\_\_\_\_

### Personnel Changes

<u>Title</u>	<u>Name/Spelling Change</u>	<u>Title</u>	<u>Name/Spelling Change</u>
Dealer _____		General Manager _____	
Systems Admin. _____		Sales Manager _____	
Controller _____		F&I Manager _____	
Office Manager _____		Business Manager _____	
Payroll Administrator _____		Parts & Service Director _____	
Parts Manager _____		Service Manager _____	

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (Please Print)** \_\_\_\_\_ **Title** \_\_\_\_\_

**Dealership Name** \_\_\_\_\_ **Client Number** \_\_\_\_\_